

## PROCEDURES FOR SENDING SALTS FILES VIA E-MAIL ATTACHMENTS

10 April, 2001

**WARNING: USE THESE PROCEDURES ONLY FOR WINSALTS  
VERSION 4.18 OR EARLIER! DO NOT USE THIS ONCE WINSALTS  
VERSION 5.01 HAS BEEN INSTALLED ON YOUR PC!**

**FIRST**, you must have the WINSALTS Client on your PC to prepare your file packets for transmission as e-mail attachments! From the WINSALTS Client, select the appropriate option from the menu, and prepare your file as you normally do. Once the file is prepared, it must be Packaged by the WINSALTS Client in order to zip and validate the file for processing:

Click **CONNECT** on the top menu selections, then **By Telephone** from the pop-up window menu (or click the **PHONE LINE ICON**). The WINSALTS Telephone connect box will appear after the **PROCESS OUTGOING FILES** has taken place. Hit the **CANCEL** button, and the prepared SALTS files will be packaged for transmission.

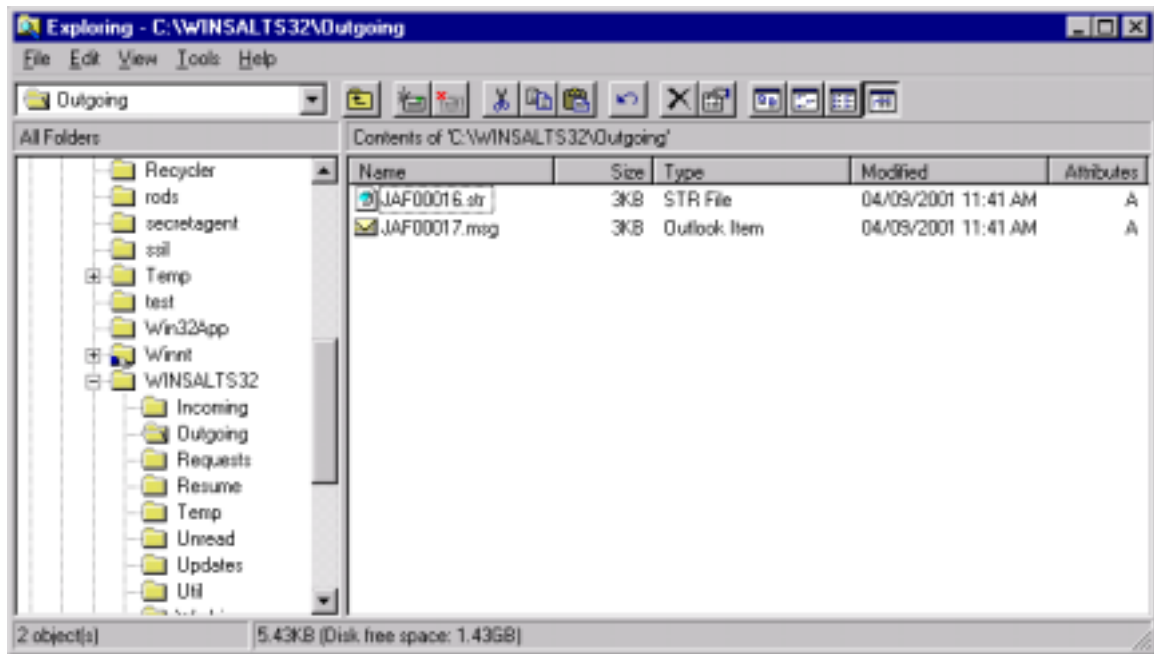
**WinSALTS** **SALTS Telephone Access Numbers**

Description Telephone Number

☐ Commercial  
☐ Credit Card  
☐ INMARSAT

☐ Retry if first connect fails. Retry  times.  
☐ Leave modem window open after call is completed

**SECOND**, open your WINDOWS Explorer (Not INTERNET Explorer), double click on the WINSALTS folder. Then double click on the OUTGOING folder. Your prepared files should reside in this folder. **If they are not there, you have done something wrong.** Contact SALTS Central or your nearest SALTS Detachment representative for assistance.



**THIRD**, prepare your e-mail (DO NOT USE SALTS E-MAIL!) to [FILES@SALTS.NAVY.MIL](mailto:FILES@SALTS.NAVY.MIL), attaching the file(s) from your \WINSALTS\OUTGOING directory. Use anything you wish as the subject line, and anything in the text (body) of the e-mail. You can attach as many files as you wish. You will receive e-mail confirmations from SALTS once the files are processed at SALTS.

**FINALLY**, the packages MUST be deleted from WINSALTS. Go to CONNECT on the menu bar, then OUTGOING FILES. Click the file type (for instance, STARS DATA) you prepared, then click the DETAILS button. The file(s) you prepared will display in the window. You MUST highlight EVERY file you prepared, and set the DELETE flag by hitting the DELETE key (DO THIS FOR EVERY FILE YOU HAVE PREPARED FOR SUBMISSION VIA E-MAIL!). Then hit the DONE key, and DONE again to get out of the OUTGOING FILES window.

